

# TEMPLATE AGENDA: GENERAL CLINICAL TRAINING COMMITTEE MEETING

|                             |  |             |                                  |
|-----------------------------|--|-------------|----------------------------------|
| <b>Date</b>                 | <i>Click here to enter text.</i>   | <b>Time</b> | <i>Click here to enter text.</i> |
| <b>Meeting Room</b>         | <i>Click here to enter text.</i>   |             |                                  |
| <b>Tele/Videoconference</b> | PC, Mac, iOS or Android: <i>Click here to enter text.</i><br>Telephone: Dial – <i>Click here to enter text.</i><br>Meeting ID – <i>Click here to enter text.</i> |             |                                  |
| <b>Chair</b>                | <i>Click here to enter text.</i>   |             |                                  |
| <b>Secretariat</b>          | Contact name & email: <i>Click here to enter text.</i>   |             |                                  |

| ITEM NUMBER         | DESCRIPTION  | LEAD       |          |            |  |
|---------------------|--|------------|----------|------------|--|
| <b>1</b>            | <b>Welcome, Attendance, Apologies &amp; Conflict of Interest</b>                           |            |          |            |  |
|                     | 1.1. Acknowledgement of Country  |            |          |            |  |
|                     | 1.2. Attendees and apologies   |            |          |            |  |
|                     | <table border="0"> <tr> <td>Name</td> <td>Position</td> <td>Attendance</td> </tr> </table> | Name       | Position | Attendance |  |
| Name                | Position   | Attendance |          |            |  |
|                     | 1.3. Attendees to declare actual/potential conflict of interest per meeting agenda         |            |          |            |  |
| <b>2</b>            | <b>Confirmation of Previous Minutes</b>  |            |          |            |  |
| <b>3</b>            | <b>Update on Action Items</b>  |            |          |            |  |
|                     | Action Item No: <i>Click here to enter text.</i><br>Enter text of action item              |            |          |            |  |
|                     | Action Item No: <i>Click here to enter text.</i><br>Enter text of action item              |            |          |            |  |
|                     | Action Item No: <i>Click here to enter text.</i><br>Enter text of action item              |            |          |            |  |
| <b>4</b>            | <b>Standing Items</b>  |            |          |            |  |
|                     | 4.1 JMO update   |            |          |            |  |
|                     | 4.2 DPET update  |            |          |            |  |
|                     | 4.3 Review of terms  |            |          |            |  |
|                     | 4.4 HETI related items ( <i>example: response or evidence due</i> )                        |            |          |            |  |
| <b>5</b>            | <b>Other business</b>  |            |          |            |  |
|                     | 5.1 <i>Click here to enter text.</i>   |            |          |            |  |
| <b>Next Meeting</b> | <i>Click here to enter text.</i>   |            |          |            |  |